



JOB DESCRIPTION

Title: **RECEPTIONIST**
Department: Police Department
Class Code: 6685
FLSA Status: Non-Exempt
Effective Date: July 1, 1994 (Rev. 02/2005)
Grade Number: 6

GENERAL PURPOSE

Under general supervision from an administrative superior performs receptionist and clerical duties in the Police Department.

EXAMPLE OF DUTIES

- *-- Answers telephone, directs calls to appropriate staff members.
- *-- Greets public and answers questions; directs public to appropriate agencies; takes accurate messages forwarding to staff.
- *-- Calls media and sets up press conferences as requested.
- *-- Writes receipts for various police services, i.e., fingerprints, copies of reports, etc.
- *-- Balances cash drawer each day and submits to Treasurer's Office.
- *-- Accesses police reports on computer for public; enters police reports as necessary into computer.
- *-- Processes GRAMA requests.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma and six (6) months related experience, or any equivalent combination of education and experience.

- Preference given to those with the experience in the use of word processing and a typing speed of 40 net words per minute.

Necessary Knowledge, Skills and Abilities

- Working knowledge of data entry into the computer.
- Ability to communicate verbally and in writing.
- Ability to create effective working relationships with employees and the public.
- Working knowledge of proper telephone procedures, etiquette.
- Ability to follow oral and written instructions.

TOOLS & EQUIPMENT USED

- Personal computer including word processing software; phone; copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, talk and hear; use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.